

Checklist before you send your resume (with a printable PDF)

Content

- ☐ It fits one page, or two at most.
- ☐ The headline or the first lines say what job I'm applying for.
- ☐ Each role has results or facts, not just duties.
- ☐ Every skill and course I list is something I can prove.
- ☐ Gaps of more than two months have a line explaining them.
- ☐ There are no personal details that are not needed: age, marital status, or a photo where the local custom is to leave it out.

Language and wording

- ☐ No spelling or grammar mistakes (read it aloud).
- ☐ No clichés like "hard-working" or "responsible for" without a fact behind them.
- ☐ No abbreviations that a reader outside my field would not understand.
- ☐ I used the same words as the job ad where they are true for me.

Format and file

- ☐ Single column, standard headings, no tables or skill bars.
- ☐ Saved as PDF (unless the ad asks for another format) and named after me.
- ☐ I opened the file on my phone and the layout holds.
- ☐ My name and contact details are in the body of the document.

The email and the application

- ☐ I'm sending from a neutral address with my name, not from my work email.
- ☐ The subject names the job or reference, not just "CV".
- ☐ The cover letter is written for this company and fits one page, or sits short in the body of the email.
- ☐ The email and attachments weigh under 1 MB.
- ☐ I checked the company, the recipient and the attachments three times.